

**FIG. 2B**

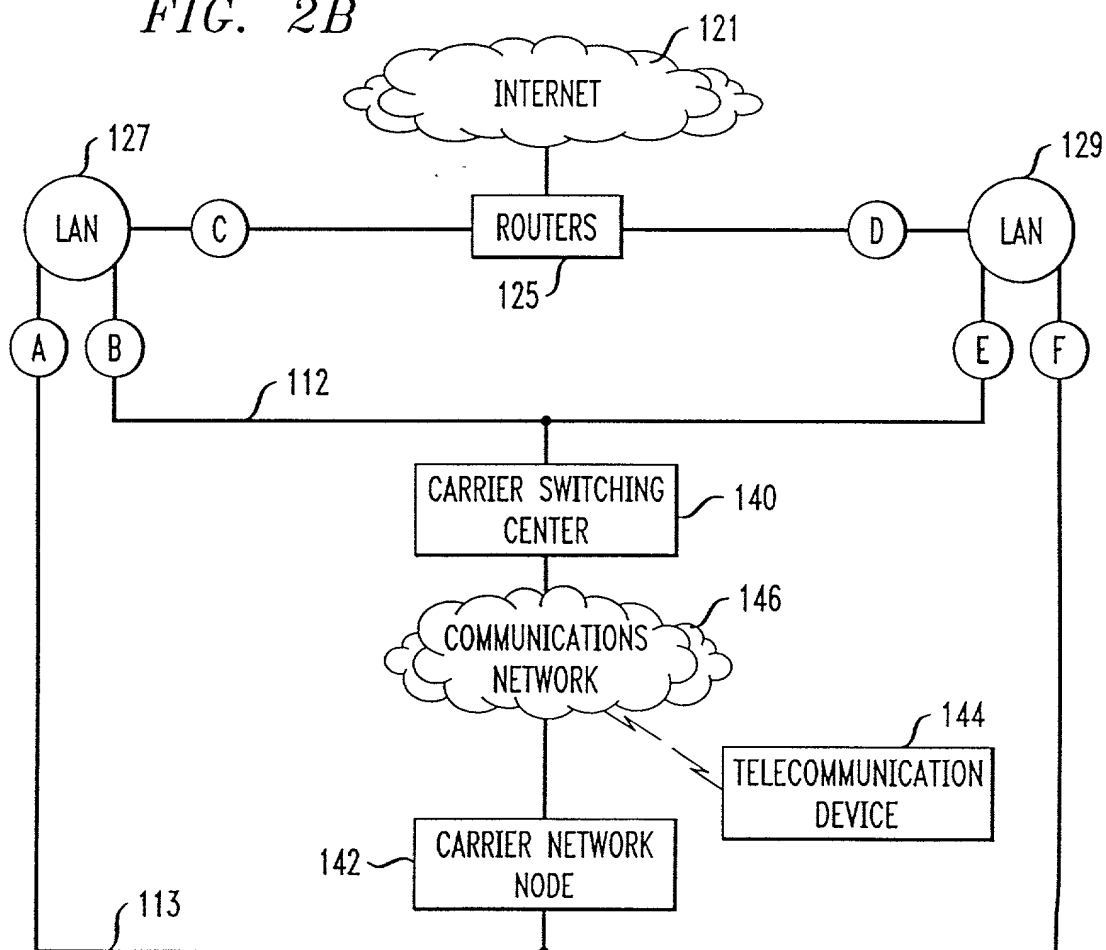


FIG. 3

LOGIN

PHONE NUMBER  
OR USERNAME

PASSWORD

LOGIN HELP

301

304

FIG. 4

SEARCH BOB\_

CONTACTS APPOINTMENTS

Folder Name	Owner	
Company Calendar	Joe Smith	View Appointments
Company Contacts	Joe Smith	View Contacts
My Appointments	USER	Edit Appointments
My Contacts	USER	Delete
		Subscribers
		Delete
		Subscribers

New Contacts Folder New Appointments Folder

407

409

FIG. 5

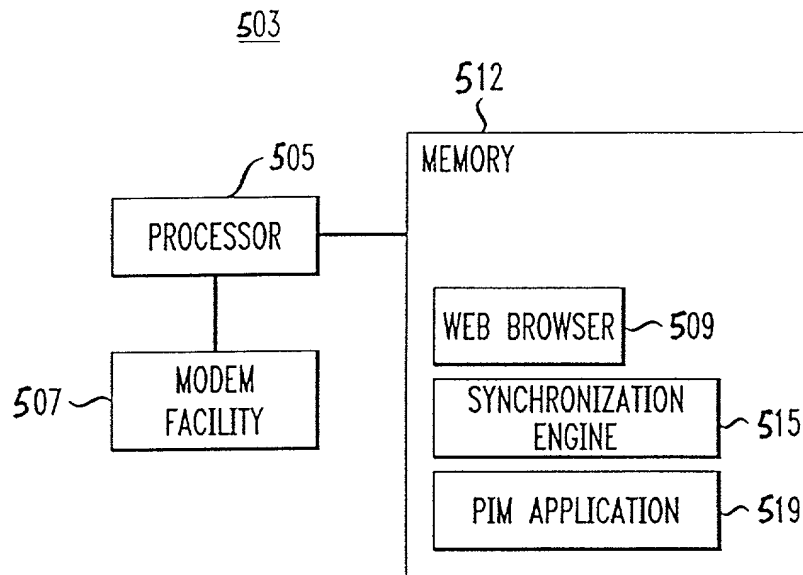


FIG. 6

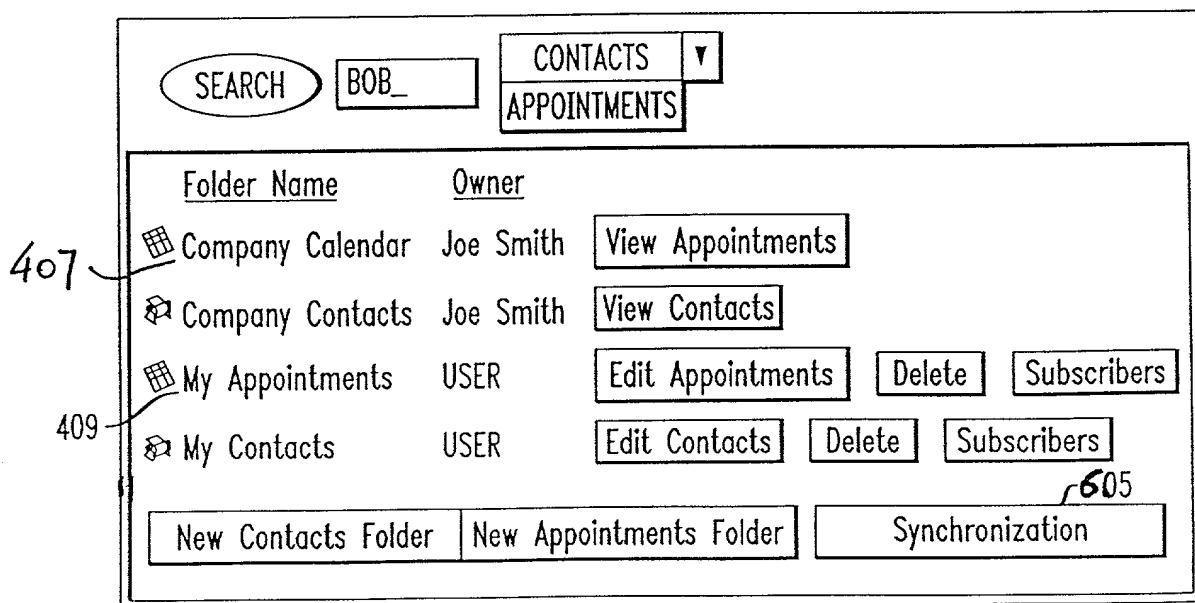


Fig. 7

Help Logout Account Info My Folders Cancel Account

## TIME-SHIFT CONFIGURATION

Update time changes, travel and meetings:  
 Use this page to change your *Default Time Zone* for a period of time  
 You can also use this page to disable appointment reminders for a period of time

Apply these changes from: 2:00 PM (GMT-08:00) Pacific Time (US & Canada), Tijuana on April 29 2001 } 709  
 Until: 5:00 PM (GMT-08:00) Pacific Time (US & Canada), Tijuana on May 1 2001 } 711

During this time MetroDex should:

Change default time zone (GMT-05:00) Eastern Time (US & Canada) to: 713 715

Notify me: ☒ - Change appointment notification behavior to 717

- ☒ All appointments with an alarm set
- ☐ All appointments } 725
- ☐ No appointments

for these folders

- ☐ All Appointments
- ☒ My Appointments } 720
- ☐ company calendar

Save Cancel

Fig. 8

Hide panel Current Time Zone: (PST) (GMT-08:00) Los Angeles, Portland } 807  
 Monday April 30, 2001 (Default Time Zone) (PST) (GMT-08:00) Los Angeles, Portland } 809

Show appointments in: SHOW

☐ This folder only ☒ All Appointments ☐ Acme Calendar ☐ My Calendar

My Calendar Add appointment

8:00  
 9:00  
 10:00  
 11:00  
 12:00  
 1:00  
 2:00  
 3:00  
 4:00  
 5:00

IS 1:00pm - 2:00pm PST (4:00pm - 5:00pm EST) NY MEETING } 803

805

Fig. 9

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees... ! ↓ X ▲ ▼ ?

System

Appointment Attendee Availability **903** **905**

Subject: **NY MEETING** (Eastern)

Location: Suite 345 **ROCKEFELLER CENTER** This is an online meeting using: Microsoft NetMeeting

Start time: **907** Mon 4/30/2001 4:00 PM All day event

End time: **911** Mon 4/30/2001 5:00 PM **913**

Reminder: ☒ 15 minutes Show time as: Busy

Contacts... Categories... Private ☐

Fig. 11

Hide panel Current Time Zone: (PST) (GMT-08:00) Los Angeles, Portland

Monday April 30, 2001 (Default Time Zone): (PST) (GMT-08:00) Los Angeles, Portland

Show appointments in: SHOW

☐ This folder only ☒ All Appointments ☐ Acme Calendar ☐ My Calendar

My Calendar Add appointment

8:00

9:00

10:00

11:00

12:00

1:00 **1103** **1105**

1:00 pm - 2:00 pm PST (4:00 pm - 5:00 pm EST) NY MEETING (EASTERN)

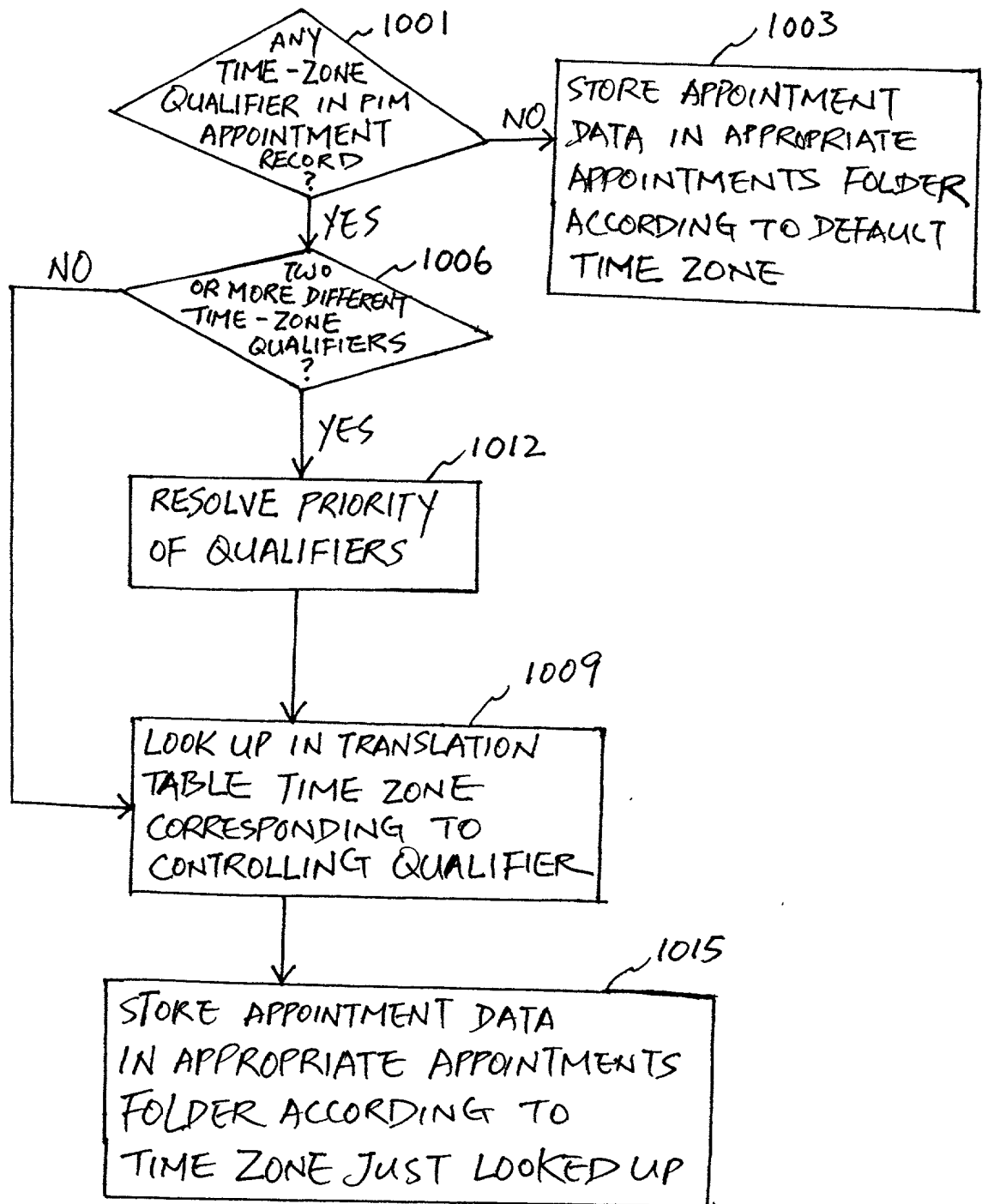
2:00

3:00

4:00

5:00

Fig. 10



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